Assign a color to an activity

Microsoft Outlook has 10 colors that you can use to color appointments and meetings. These colors are visible in Day/Week/Month view of **Calendar**. You can color individual or recurring appointments and meetings manually, or you can use rules to automatically color items that meet certain conditions, such as when a certain word is used in the subject or when a meeting request is sent by a certain person. Manual coloring always take precedence over automatic coloring.

Each color comes with a label. You can change these labels to make them more meaningful to you. For example, you can change the label of the color red from "important" to "urgent."

To Add a Label to an Appointment:

1. In **Calendar**, right-click an appointment or meeting
2. point to **Label** on the shortcut menu
3. Click a color in the list.

To Change the Label Text:

1. In **Calendar**, click **Calendar Coloring** , and then click **Edit Labels**.
2. Type the text you want to associate with each color.

Setting Appointment Reminders

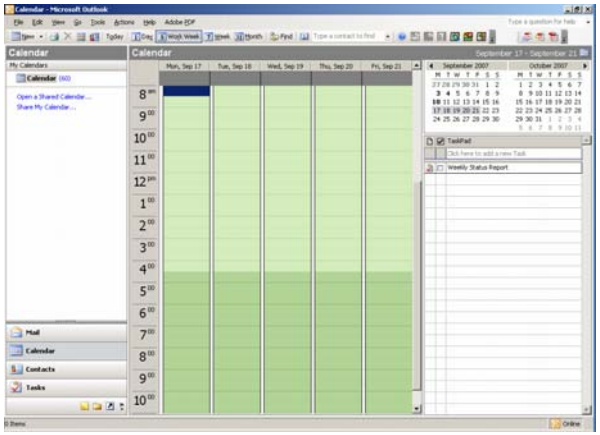
For all new appointments or meetings you will create:

1. On the **Tools** menu, click **Options**.
2. To have a reminder automatically turned on or off for new appointments or meetings, select or clear the **Default reminder** check box.
3. If you selected the check box, enter the amount of time before the appointment or meeting that you want the reminder to appear.

How to use the Task Pad

A task is a personal or work-related errand you want to track through completion. A task can occur once or repeatedly. A recurring task can repeat at regular intervals or repeat based on the date you mark the task complete. For example, you might want to send a status report to your manager on the last Friday of every month. In addition to creating your own tasks, you can create tasks that you assign to others.

1. In the Calendar, from the menu, click **View >> TaskPad**. Outlook displays the TaskPad on the right of the Appointment area.



2. Under TaskPad, click the Click here to add new task box and type a task.
3. If you want to edit the task, click the button next to the task. If you want to mark the task as complete, click the check box.

ETS HELP CENTER

Anchorage: 269-5016 **Juneau:** 465-1818
Fairbanks: 451-5288
Email address: help.center@alaska.gov

Enterprise Technology Services

ETS is a customer driven team that provides world class enterprise technology services for all branches of state government.

Microsoft®

Outlook 2003 Calendar Part 1

Quick Reference Guide

Revision Date: 7/12/2007

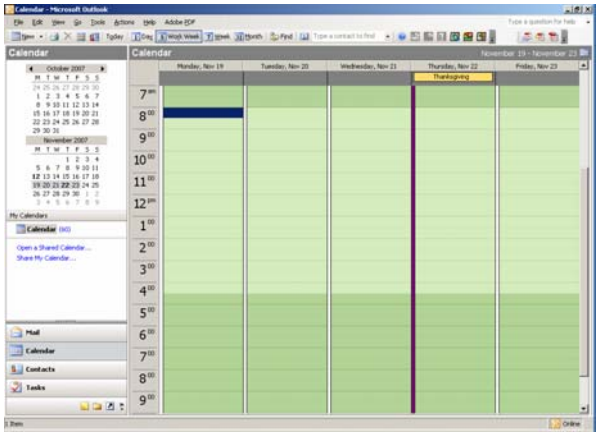
Scheduling Holidays, Appointments and Events

The Calendar is the calendar and scheduling component of Outlook. It is an electronic calendar fully integrated with e-mail, contacts, and other features. You can view a day, week, or month at once. With the Calendar you can create appointments, events and invite people to a meeting.
Appointments are activities that you schedule in your calendar that do not involve inviting other people or reserving resources.
A meeting is an appointment you invite people to or reserve resources for.
An event is an activity that lasts 24 hours or longer, for example a seminar, a trade show or a vacation.

View & Navigate the Calendar

Outlook provides a predefined set of views for your calendar display. You can access these views from the **Standard** toolbar in **Calendar** and choose from **Day**, **Work Week**, **Week**, or **Month** views. You can also customize the calendar view to suit your individual needs and display the number of days of your choice.

In the Navigation Pane, click the **Calendar** button. Outlook displays the Calendar view.



Schedule an Appointment

1. On the **File** menu, point to **New**, and then click **Appointment**.
2. In the **Subject** box, type a description.
3. In the **Location** box, enter the location.
4. Enter start and end times.
5. Select any other options you want.
6. Click **OK**.
7. Click **Save and Close**.

You can drag the appointment to a different date or time. You can also edit the subject by clicking the description text and typing your changes.

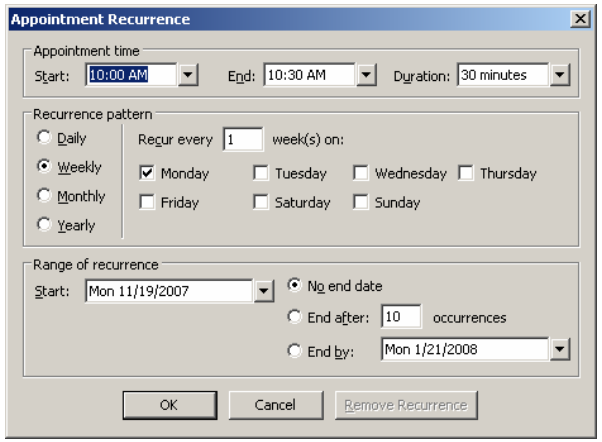
Schedule an Event

An event is an activity that lasts 24 hours or longer.

1. In **Calendar**, on the **Actions** menu, click **New All Day Event**.
2. In the **Subject** box, type a description.
3. In the **Location** box, enter the location.
4. Select any other options you want.
5. To make the event recur, on the **Actions** menu, click **Recurrence**, select the options you want, and then click **OK**.
6. Click **Save and Close**.

Schedule a Recurring Appointment or Event

1. Open the appointment or meeting that you want to make recurring.
2. On the **Actions** menu, click **Recurrence**.
3. Click the frequency (**Daily**, **Weekly**, **Monthly**, **Yearly**) with which you want the appointment to recur, and then select options for the frequency.
4. Click **OK**, and then click **Save and Close**.



Modify an Appointment

1. In the Calendar, double-click an activity to open it.
2. In the activity window, make the changes you want and click the **Save and Close** button when you're finished.

Change the Calendar Time Scale

By default, the Microsoft Outlook calendar grid appears with a time scale of 30 minutes. You can increase or decrease this scale, depending upon what you want to see.

1. In **Calendar**, right-click on the calendar grid.
2. Click **Other Settings**.
3. Under **Day**, in the **Time scale** list, click the grid interval for the calendar.